

Department of Human Resources Finance/Executive Committee Quarterly Report

ONE ATLANTA

“Driving Policy, Partnerships, and Progress”



**YOUR
POSSIBILITIES ARE
ENDLESS**



Presented by: Jeffrey B. Norman, Commissioner

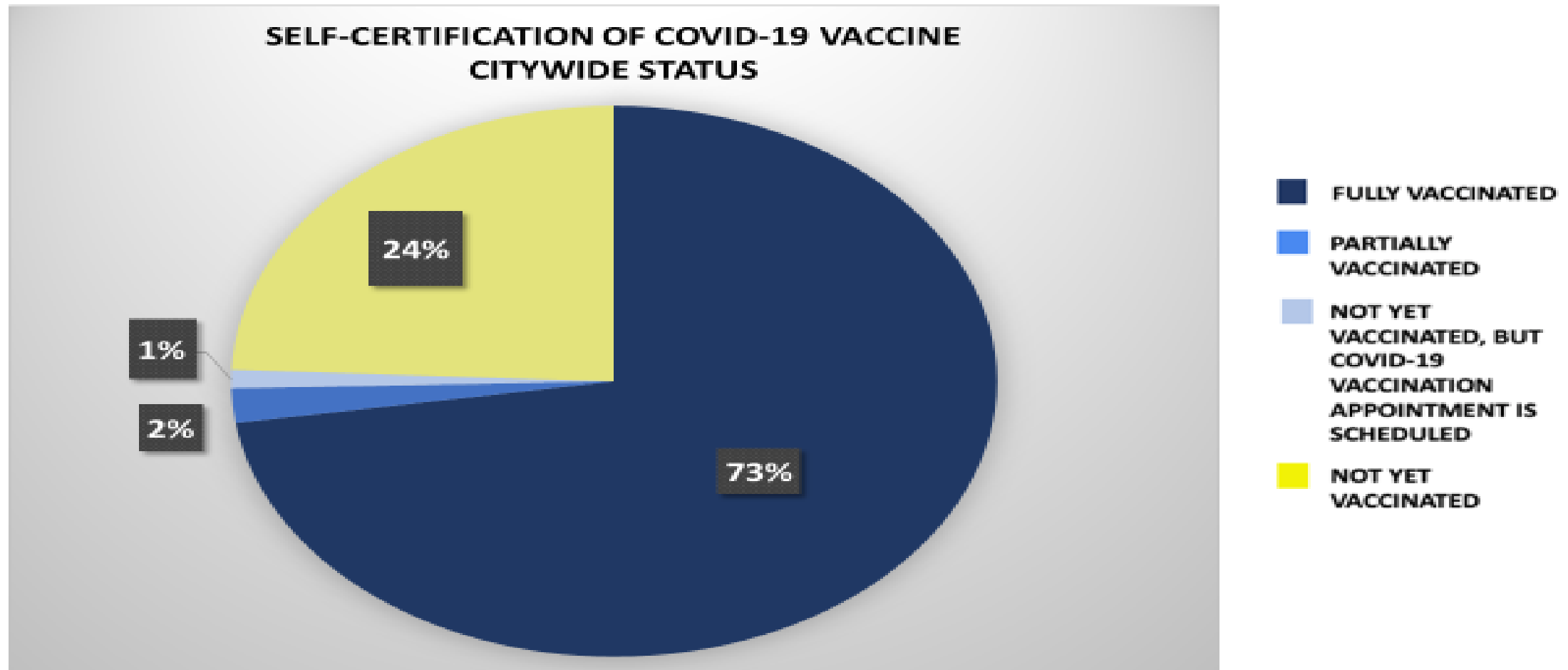
February 16, 2022

- ❑ Coronavirus Disease 2019 (COVID-19) Pandemic Response
 - ❑ COVID-19 Workforce Vaccination Rate
 - ❑ COVID-19 Vaccination Incentive Program
 - ❑ COVID-19 Vaccination Events
- ❑ Departmental Highlights
 - ❑ Employee Assistance Program
 - ❑ Talent Acquisition
 - ❑ Premium Pay
 - ❑ Training and Organizational Development
 - ❑ Procurements
- ❑ Quarterly Headcount Statistics

COVID-19 EMPLOYEE VACCINATION

3

City of Atlanta Workforce Vaccination Rate



Wednesday, February 16, 2022

COVID-19 EMPLOYEE VACCINATION



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City of Atlanta's Employee Vaccination Incentive Program

On Mayor Dickens first day in office, Executive Order 2022-01 was issued to extend the City's \$100 vaccination incentive program through June 30, 2022, in an effort to encourage all City employees to take advantage of the opportunity to protect themselves against COVID-19.

- ☐ City employees receiving their initial COVID-19 vaccinations between September 15, 2021 and June 30, 2022 shall be eligible to receive a one-time One Hundred Dollar **(\$100.00)** incentive payment
- ☐ City employees receiving a COVID-19 booster between October 18, 2021 through June 30, 2022, shall also be eligible to receive a one-time One Hundred Dollar **(\$100.00)** incentive payment

A successful vaccination event was held on January 14, 2022 at City Hall, wherein the Mayor appeared, spoke to employees, and participated in a raffle to reward four (4) employees with Fitbit watches.

COVID-19 Vaccination Events

| Location | Date |
|---------------------|--------------------|
| CLAIRE DRIVE | September 12, 2021 |
| DPW – MADDOX PARK | September 16, 2021 |
| WATER LODGE | September 23, 2021 |
| DPW – LAKEWOOD | September 29, 2021 |
| DPW – MADDOX PARK | October 7, 2021 |
| CLAIRE DRIVE | October 12, 2021 |
| WATER LODGE | October 14, 2021 |
| DPW – LAKEWOOD | October 20, 2021 |
| ATLANTA CITY HALL | November 9, 2021 |
| PUBLIC SAFETY HQ | November 10, 2021 |
| DPW – SWS CHESTER | November 17, 2021 |
| ATLANTA H/J AIRPORT | November 23, 2021 |
| PUBLIC SAFETY HQ | December 1, 2021 |
| PARKS & RECREATION | December 2, 2021 |
| DPW – SWS CHESTER | December 8, 2021 |
| ATLANTA CITY HALL | December 10, 2021 |
| ATLANTA H/J AIRPORT | December 17, 2021 |
| ATLANTA CITY HALL | January 14, 2022 |
| ATLANTA CITY HALL | March 15, 2022 |
| ATLANTA CITY HALL | March 19, 2022 |

****Note: Open to All City Employees and Family Members***



PS/EAP



Psychological Services/ Employee Assistance Program

Confidential Support

Promoting a Life of Wellness and Work Life Balance

Weekday Service Hours:

Monday - Friday 8:15am – 5pm

Contact 404-546-3074 to schedule an appointment or for more information

CRISIS INTERVENTION AFTER HOURS & WEEKENDS CALL 404-614-6525

PS/EAP Can Help With:

- Individual & Couples Counseling
- Consultation
- Personal & Work Relationships
- Stress Management
- Trauma
- Emotional Distress
- Anxiety
- Martial Issues
- Substance Abuse

PS/EAP is an added health benefit that offers FREE Short-Term Services to the City of Atlanta Employees and their immediate family members living in the same household. PS/EAP follows the guidelines on confidentiality set by the State of Georgia Board of Psychological Examiners and the Board of Professional Counselors, Social Workers, Substance Abuse Professionals and Marriage & Family Therapist. All clients sign informed consent form prior to counseling, which includes information about confidentiality.

Our Clinical Staff are all licensed in the State of Georgia and includes licensed psychologists, counselors, and substance abuse professionals.

Psychological Services & EAP

Engagement & Wellness Initiatives

- **EAP 101 Briefings (all departments)**
- **Resiliency and Stress Management During the Pandemic Presentations (various departments)**
- **Self-Care Awareness for DWM Waterdrops**
- **EAP Holiday Blues for AFRD, APD and DHR**
- **Increase in utilization of counseling services for employees and their families**
- **Pulse Checks for AFRD and APD**
- **"The Dynamics of Mental Health" for APD Recruit and Sergeants Training**
- **City Hall COVID Vaccine Wellness Fair**
- **Parks and Recreation's APD training Series (EAP 101 & Stress Management)**

QR Codes For Wellness

Scan each topic with smartphone to access resources



Nutrition



Exercise



Calm
Meditation & Sleep



Insight Timer
Meditation



Suicide
Prevention I



Suicide
Prevention II



Stress Tips



Am I Ok
Surveys

City of Atlanta's Targeted Recruitment Efforts

Expand the City's Employer Brand Value

- Amplify the City of Atlanta's employer brand through targeted marketing, communication, and Constituent outreach. This will continue to give the City a competitive advantage in acquiring new talent, ultimately maintaining its reputation as an *Employer of Choice*.

Improve the Quality of Job Descriptions

- Strategically partner with Client Groups and HRBP's to better align and advance the City of Atlanta's departmental job descriptions to ensure an accurate depiction of the job and department for which we are hiring. This will assist in reducing turnover by encouraging applicants who do not feel committed or qualified to self-select out.

Deploy Digitized Talent Acquisition Playbook (February 2022)

- The TA Playbook is a well-organized digital manual, accessible to internal stakeholders that describes the City's recruiting policies, workflows and procedures, interview guidelines as well as FAQs.

Accelerate the Recruiting Process via Pipeline Strategies

- Continue to build a robust *Talent Pipeline* to readily access a database of quality and qualified candidates. This will be attained by assigning key identifiers (i.e., skill identification, education level, previous experience, available start date, etc.) eventually decreasing the number of days it takes to fill an open position, and result in a significant lower "time to fill" and a higher quality of hire for key positions.

City of Atlanta's Targeted Recruitment Efforts

Public Safety

Next Steps Campaign

Partnered with APD Background & Recruitment team to outline next steps hiring process for police recruits and lateral transfer applicants.

Increased candidate touch point

Created Job-Specific Application Acknowledgement for APD and AFR requisitions in Taleo to increase communication with candidates.

Candidate check-in for incomplete applications

LinkedIn Targeted Campaigns

Colleges & Universities

Military Personnel & Veterans

APD General Campaign

Facilitated City of Atlanta's Inaugural Public Safety Hiring Event

10/22/2021

APD Virtual Open House

1/26/2022

2/23/2022

Total APD Recruits onboarded-63

Total AFR Recruits onboarded -77

Department of Public Works

DPW Candidate Metrics:

October 1, 2021 – February 10, 2022

ESW, ESWII, SWEO, SWO I, SWO II, SW Route Supervisors

| | |
|--------------------|-----------|
| Total Hired | 71 |
|--------------------|-----------|

•Facilitated Hiring Blitz for CDL Drivers 1/28/2022

•Facilitated Onboarding Blitz for CDL Drivers 2/8/2022

ATL 311

21 Customer Service Reps hired (since Dec '21)

Upcoming Training Classes

•Thursday, March 17th

•Thursday, April 14th

•Thursday, May 12th

•Thursday, June 9th

Customer Service Representatives Currently Active

- 36 phone agents
- 6 Team Leads (also assist with phones)
- 10 currently in training (slated to move to live production - 03/04/2022)

Number of Customer Service Reps To Fully Staff Call Center

- 78

HIRING EVENTS

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CITY OF ATLANTA
RESURGENS
ATLANTA, GA
POLICE

VIRTUAL
OPEN HOUSE

WEDNESDAY, JAN 26TH
11AM - 12PM & 6PM - 7PM
ZOOM: 922 613 6757 PASSCODE: JOINAPD



ATLANTA PUBLIC SAFETY
HIRING EVENT
SATURDAY, OCTOBER 23RD » 9AM - 3PM

CITY OF ATLANTA
RESURGENS
ATLANTA, GA
POLICE

POLICE

ATLANTA
EST. 1882
FIRE RESCUE
ATLANTA, GA

FIRE & RESCUE

CITY OF ATLANTA
RESURGENS
ATLANTA, GA
CORRECTIONS

ATLANTA CITY
DETENTION
CENTER

911 DISPATCH

CORRECTIONS

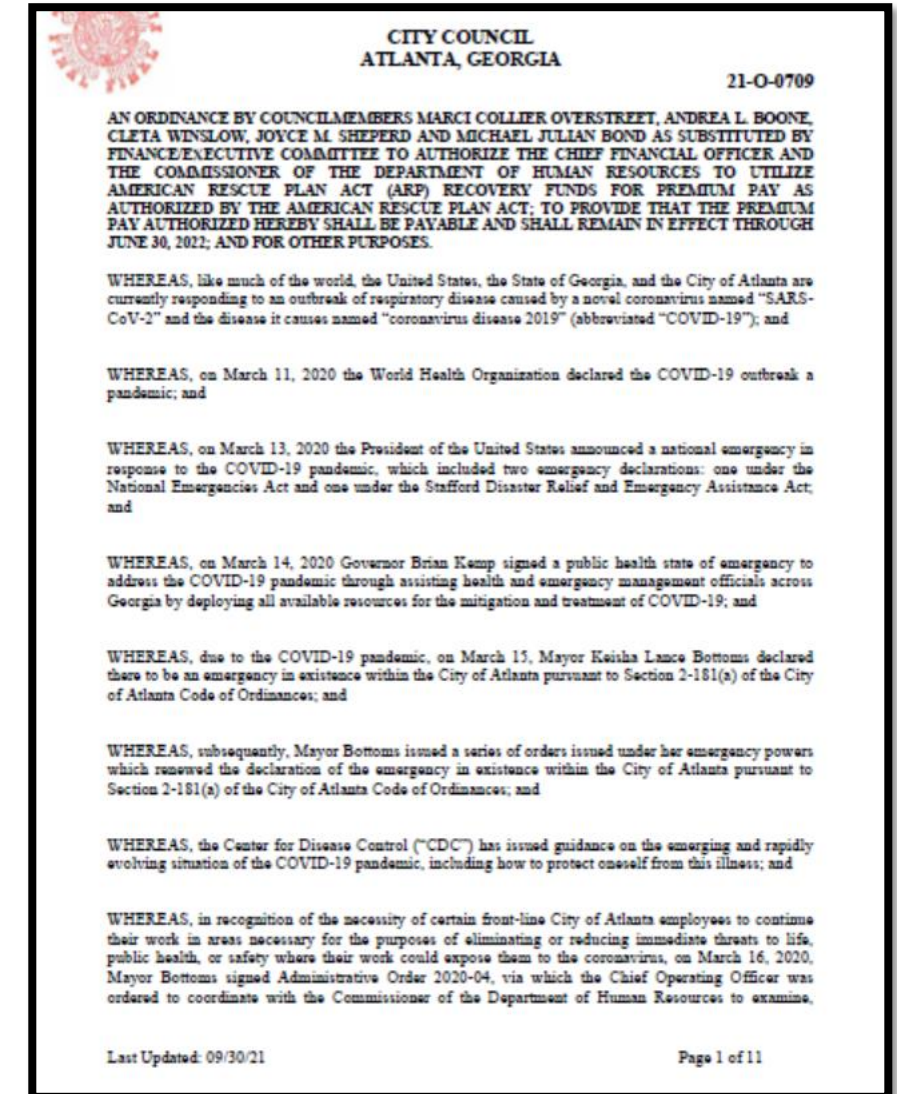
LOCATION
ATLANTA METROPOLITAN
STATE COLLEGE

ONE
ATL

ADDRESS
1630 METROPOLITAN PKWY SW
ATLANTA, GA 30310
BLDG. 700

Ordinance 21-O-0709

- To provide temporary premium pay through June 30, 2022 to City of Atlanta critical infrastructure employees within the Department of Public Works, Department of Transportation, Department of Parks and Recreation, Department of Enterprise Management, and Department of Corrections performing essential in-person front line services as designated by the Chief Operating Officer during the COVID-19 public health emergency and as defined under the American Rescue Plan Act (ARPA).
- The premium pay shall be three dollars and twelve cents (\$3.12) per hour (**approximately \$500 per month**) applied to an eligible employee's regular rate of wages.



Current Compliance Training Modules



WORKSafe ATLANTA

YOUR POSSIBILITIES ARE ENDLESS

This training is an Annual Mandatory training pursuant to Section 114-82 of the Code of Ordinances of the City of Atlanta, Georgia.

ACTIVE SHOOTER/ ACTIVE ATTACK SELF-PACED COMPLIANCE TRAINING

Presented by:
Mayor's Office of Workplace Safety & APD Training Academy

Click on [ATLcloud Learn](#) and the "Required Learning" tile, on the Learning Dashboard Page, to complete the Compliance Training.

Follow the steps located in [ATLcloud Learn \(sharepoint.com\)](#) as a reference to complete the Learning Assignment.

Completion due by 9.15.21

*To receive credit for attendance, please complete the Evaluation/Assessment & Acknowledgement.

Please utilize Google Chrome or Microsoft Edge, as access to ATLcloud Learn and avoid Training Video interruptions.

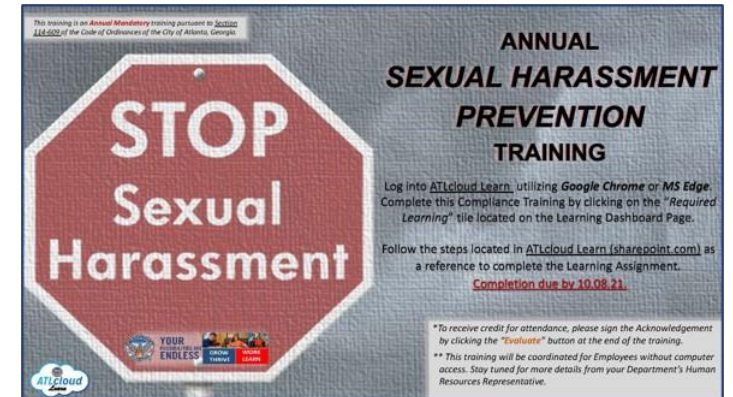


AIM

MANDATORY

CYBERSECURITY AWARENESS TRAINING

DEADLINE: NOVEMBER 12



This training is an Annual Mandatory training pursuant to Section 114-802 of the Code of Ordinances of the City of Atlanta, Georgia.

ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Log into [ATLcloud Learn](#), utilizing **Google Chrome** or **MS Edge**. Complete this Compliance Training by clicking on the "Required Learning" tile located on the Learning Dashboard Page.

Follow the steps located in [ATLcloud Learn \(sharepoint.com\)](#) as a reference to complete the Learning Assignment.

Completion due by 10.08.21.

*To receive credit for attendance, please sign the Acknowledgement by clicking the "Evaluate" button at the end of the training.

** This training will be coordinated for Employees without computer access. Stay tuned for more details from your Department's Human Resources Representative.



This training is an Annual Mandatory training pursuant to Section 114-82 of the Code of Ordinances of the City of Atlanta, Georgia.

ATLGBTQ

LGBTQ Cultural Humility Compliance Training - LGBTQ 101

Presented By: Mayors Office of Equity, Diversity & Inclusion and Department of Human Resources

Log into [ATLcloud Learn](#) utilizing **Google Chrome** or **MS Edge**. Complete the Compliance Training by clicking on the "Required Learning" tile located on the Learning Dashboard page.

Follow the steps located in [ATLcloud Learn \(sharepoint.com\)](#) as a reference to complete the Learning Assignment.

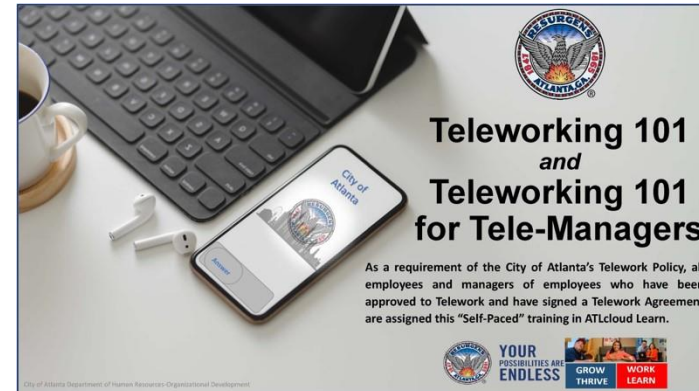
Completion Due by: January 31, 2022

* To receive credit for attendance, please sign the Acknowledgment by clicking the "EVALUATE" button at the end of the training by typing your name in box provided.

** This training will be coordinated for Employees without computer access. Stay tuned for more details from your Department's Human Resources Representative.

YOUR POSSIBILITIES ARE ENDLESS

GROW THRIVE WORK LEARN



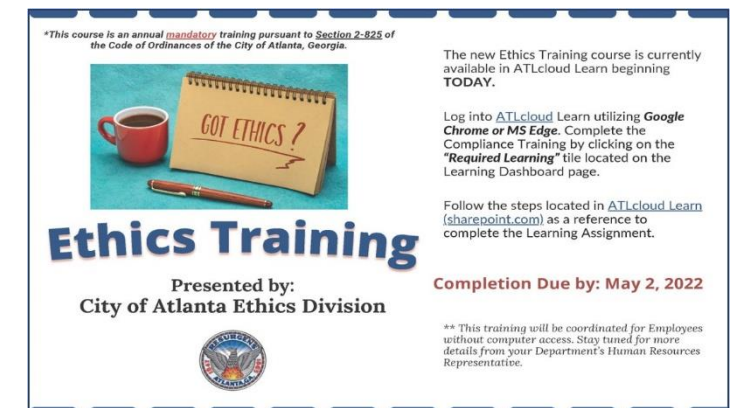
Teleworking 101 and Teleworking 101 for Tele-Managers

As a requirement of the City of Atlanta's Telework Policy, all employees and managers of employees who have been approved to Telework and have signed a Telework Agreement are assigned this "Self-Paced" training in ATLcloud Learn.

City of Atlanta Department of Human Resources Organizational Development

YOUR POSSIBILITIES ARE ENDLESS

GROW THRIVE WORK LEARN



*This course is an annual mandatory training pursuant to Section 2-825 of the Code of Ordinances of the City of Atlanta, Georgia.

The new Ethics Training course is currently available in ATLcloud Learn beginning TODAY.

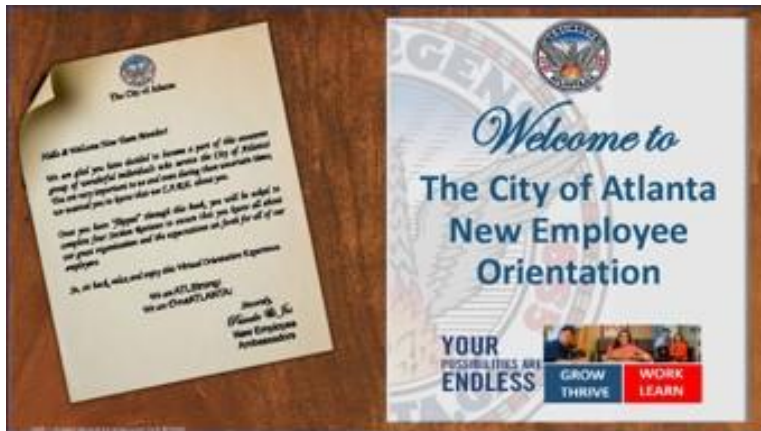
Log into [ATLcloud Learn](#) utilizing **Google Chrome** or **MS Edge**. Complete the Compliance Training by clicking on the "Required Learning" tile located on the Learning Dashboard page.

Follow the steps located in [ATLcloud Learn \(sharepoint.com\)](#) as a reference to complete the Learning Assignment.

Completion Due by: May 2, 2022

** This training will be coordinated for Employees without computer access. Stay tuned for more details from your Department's Human Resources Representative.

Upcoming Compliance Training Modules

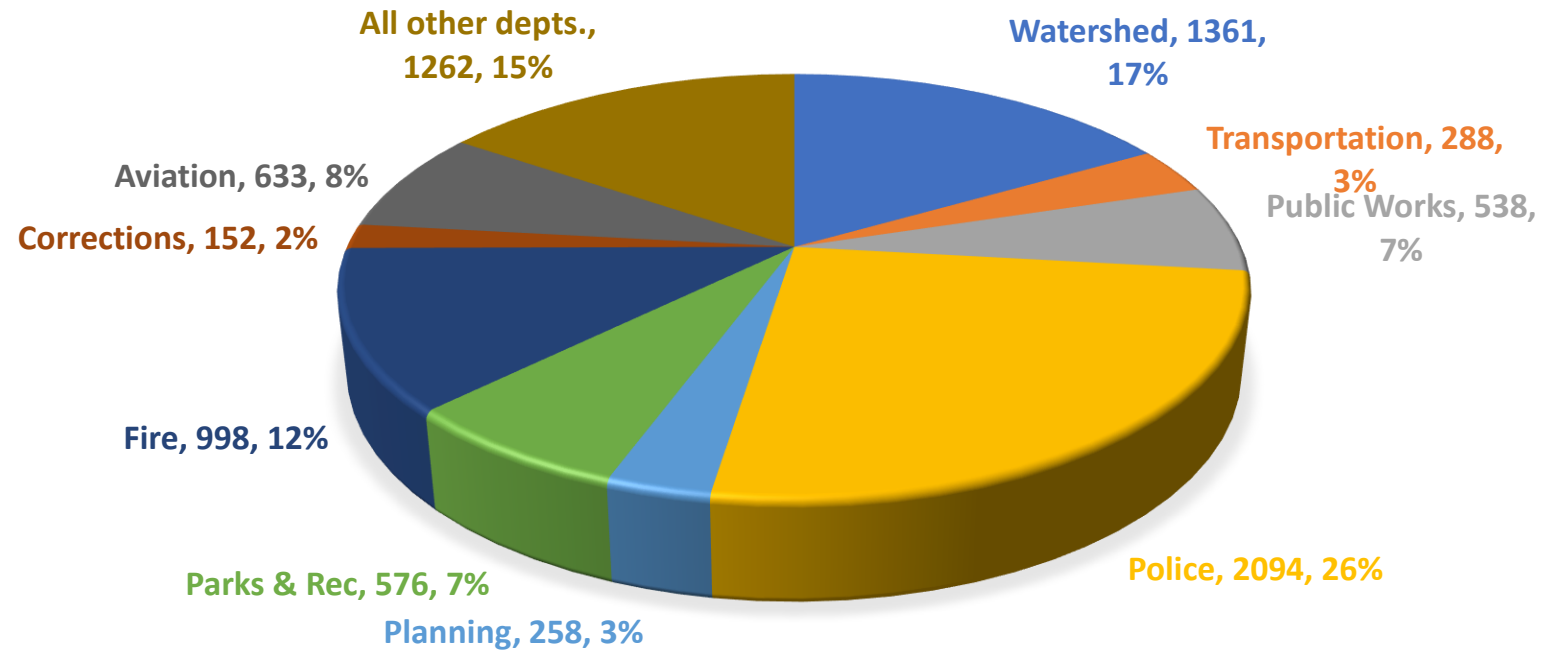


UPCOMING PROCUREMENTS

14

| | |
|--|--|
| Health Center Management | Health Center Management on behalf of the City of Atlanta for the Onsite Employee Wellness Center |
| CareerBuilder Inc./Job Board Services | CareerBuilder is the host to the City of Atlanta career page |
| Employee Healthcare Benefits | Solicitation for employee healthcare benefits to support the City of Atlanta's active and retiree employee base |
| City-wide Compensation Study | Conduct a benchmark compensation study of all City of Atlanta positions and make recommendations to update our compensation structure in accordance with the study results |

TOTAL 8160



- **HEADCOUNT AS OF FEBRUARY 13, 2022**
- FTE counts cover General Fund, Enterprise Funds, and Trust or Grant Funded positions

QUARTERLY HEADCOUNT STATISTICS

16

| DEPARTMENT | AUTHORIZED | FILLED |
|--------------------------------|---------------|--------------|
| Atlanta Citizens Review Board | 12 | 10 |
| Atlanta Fire Rescue | 1,187 | 998 |
| Atlanta Information Management | 166 | 114 |
| Atlanta Police | 2,667 | 2,094 |
| Audit | 17 | 15 |
| Aviation | 781 | 633 |
| City Council | 50 | 85 |
| City Planning | 301 | 258 |
| Corrections | 221 | 152 |
| DCS | 128 | 103 |
| Enterprise Assets Management | 106 | 93 |
| Ethics | 10 | 9 |
| Executive Office | 176 | 182 |
| Finance | 175 | 139 |
| Grants & Community Development | 43 | 10 |
| Inspector General | 12 | 12 |
| Human Resources | 141 | 122 |
| Judicial Agencies | 186 | 116 |
| Law | 98 | 85 |
| Parks & Recreation | 498 | 576 |
| Planning | 301 | 258 |
| Procurement | 83 | 53 |
| Public Defender | 46 | 38 |
| Public Works | 678 | 538 |
| Solicitor | 89 | 76 |
| Transportation | 378 | 288 |
| Watershed Management | 1,609 | 1,361 |
| TOTAL: | 10,159 | 8,160 |

Active Employee Headcount

Includes all Active/Suspended Employees (Full Time, Part Time, Seasonal, Extra Help) and Excludes Non Workers (Contractors/Retirees)

QUESTIONS?